

APPENDIX A

SAMPLE BUDGET DATA CALL LETTER

CEXXX-RM-B (1-1e)

Date

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Operating Budget Data Call - FY XX

1. PART I - GENERAL INFORMATION:

a. The purpose of the operating budget is threefold. First, it assures us that sufficient resources are available to accomplish our mission. Second, it demonstrates that procedures are in place to control our cost of doing business. Third, it gives us a consistent method of establishing and reviewing overhead rates.

b. The FY XX operating budget will be prepared utilizing the Corps of Engineers Financial Management System (CEFMS) Budget Module. The FY XX-1 operating budget has been copied and will be used as a starting point in the preparation of the FY XX budget. A briefing will be held on xx July in the training room to review the CEFMS operating budget module and answer any questions you may have concerning the submission of data through the operating budget module.

c. The operating budget will include appropriated and reimbursable revenues, identified by the funding source. Revenue instructions are explained in PART III below.

d. Operating budget data will be summarized on a standardized Summary Sheet, broken out between civil and military (direct and indirect). (See enclosure 1.) A LOTUS spreadsheet will be provided via LAN message, but does not have to be used, as long as the information is presented in the same format.

e. Resource Code justifications will be provided by all offices, except field offices, for each category of cost listed at enclosure 4. Sample justification sheets are provided at enclosure 5. A list of Resource Codes and descriptions are provided at enclosure 6.

EP 37-1-3
1 May 98

Information, for Information Management (IM)-type expenses and additional Resource Codes for IM distributions, will be provided by IM at a later date.

f. At enclosure 7 is our milestone schedule. Changes to this schedule will only be made when absolutely necessary.

g. Operating Budgets will be submitted in two phases:

(1) Phase I - IM Facility Account Budgets should be submitted to RM-B no later than xx August. Review of these budgets has been scheduled for xx August, 0900-1100, room 731. After approval of the IM facility budgets by the Commander, IM will issue bill-back amounts to the A&A and technical offices for use in preparing their operating budgets. As indicated on the milestone schedule, this should be no later than xx August.

(2) Phase II -All remaining technical, facility and A&A budgets should be submitted to RM-B no later than xx August. Review of these budgets has been scheduled for xx September. Time and place will be provided separately.

2. PART II - EXPENSES - Budgets will be based on missions requirements. The connection between each expense and mission accomplishment will be demonstrated in the justification sheet. Budget officers will need to budget for all standard resource codes. Most of the Resource Codes are self-explanatory; however, some have restrictions or limitations and others require specific instructions as follows:

a. CASHAWD - Incentive Awards - Awards will be limited to 1.5% of total regular labor for each Division/Office. Keep in mind that awards paid to Division/Office Chiefs will be included in the 1.5% pool for their Division Office, instead of being paid by the Executive Office G&A account.

b. REGLABOR - Regular Labor - Labor estimates will be generated utilizing one of the three labor estimating options available in CEFMS.

c. COMM - Communications - Estimates will be calculated using information provided by IM. You will also include any individual contracts for communications.

d. TRANSPER - Travel - Includes ALL travel expenses including airline payments. No split will be made between mission and training, except on the justification sheets.

e. TRAINING - Includes government sponsored training courses, except Huntsville. For

Huntsville training, you must select an approved resource code identifying the course to be taken.

f. SUPMATRL - Supplies & Materials - Include general office supplies but exclude any items provided by Logistics Management (LM). A listing of items provided by LM can be found on the LAN under Corporate Information, Storage Room Inventory.

g. SLUC - SLUC estimates will be provided by RM-B under separate cover.

h. DEPRE, INSURANCE, INCREMENT, PRIP - RM-B will provide a spreadsheet with projected PRIP depreciation and insurance estimates for FY XX. If you gain a PRIP asset, or discover that a PRIP asset is missing from the schedule, contact RM-B.

i. EQUIPMENT - Detail must be provided in the justification sheet.

3. PART III - REVENUE

a. Revenue is defined as dollars received in the District from any outside source including appropriated funds, customer orders, contributed funds, etc. All sources of revenue, no matter how small, must be scheduled. In the format shown at enclosure 9, list all appropriations available to your office. As a general rule, A&A offices will not have revenue. The exceptions are support services provided other agencies and the DA Intern program. Technical offices must ensure that the revenue listed for their office is not included by another office.

b. Estimating revenue may require input from several different sources. Programs Management has provided most of the information required for Civil Works revenue on the LAN under FORCON information. Recommended sources for Military revenue are CERAMMS and the appropriate Project Managers.

4. The POC for this budget call is Ms. Estimator, RM-B, XXX-5555.

Virgil Gibson
Lieutenant Colonel, EN
Deputy Commander